MONTHLY READINESS REPORT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 10-2, Readiness. This instruction establishes procedures for administering the Air Intelligence Agency (AIA) Monthly Readiness Report Program and provides guidance for unit commanders to report on their units' readiness status and its ability to fulfill its day-to-day mission requirements. The Monthly Readiness Report is designed to ensure that the AIA Commander is informed of the readiness status of non-SORTS (Status of Resources and Training Systems) reporting AIA units. This instruction applies to all AIA non-SORTS reporting organizations.

1. Introduction.

1.1. Purpose and Use. Monthly Readiness Report Program is designed to provide the AIA Commander with a specific program for monitoring the readiness status of AIA units that do not SORTS report.

2. Responsibilities.

2.1. HQ AIA Commander will:

2.1.1. Establish an oversight program for the Monthly Readiness Report Program.

2.1.2. Ensures a program manager is appointed and trained.

2.2. AIA Monthly Readiness Report Program manager will:

2.2.1. Manage the AIA Monthly Readiness Report Program.

2.2.2. Develop and promulgate policy and guidance for the program (Only HQ AIA).

2.2.3. Conduct staff assistance visits (SAVs) at intermediate headquarters and units directly assigned to HQ AIA to ensure appropriate oversight is provided to all units.

2.2.4. Review Inspector General (IG) Mission Effectiveness Inspection (MEI) and HQ AIA conducted SAV reports.

2.2.5. Take appropriate actions to ensure IG MEI findings and SAV issues are fully resolved.

2.2.6. Maintain a program continuity book.

2.2.7. Review the AIAI 10-202, Monthly Readiness Report Program, annually.

2.3. Intermediate HQs Commanders will:

2.3.1. Establish an oversight program for the Monthly Readiness Report Program for subordinate units.

2.3.2. Ensure a program manager is appointed and trained. Appointment letter will include: name, rank, office symbol, address, e-mail address, telephone number and training status for the position (trained or not trained).

2.4. Intermediate HQ Program Managers will:

2.4.1. Manage and act as the unit's focal point for the program and keep the Commander informed about the program.

2.4.2. Conduct SAVs at subordinate units to ensure appropriate oversight and program compliance by affected units.

2.4.3. Review IG MEI and SAV reports.

2.4.4. Take appropriate actions to ensure IG MEI findings and SAV issues are fully resolved.

2.4.5. Maintain a program continuity book.

2.4.6. Ensure subordinate reporting units forward reports within instruction timeline.

2.4.7. Maintain HQ AIA policy and, or guidance until superseded or no longer applicable.

2.5. Reporting Unit Commanders responsibilities:

2.5.1. Establish a Monthly Readiness Report Program in accordance with this instruction.

2.5.2. Appoint and ensure primary and alternate Monthly Readiness Report Program monitors with at least six months retainability are trained. Use the Job Qualification Standard (JQS) to identify training requirements. (See Attachment 4 AF Form 797, **Job Qualification Standard Continuation/Command JQs**)

2.5.3. Forward appointment letters to HQ AIA and intermediate HQs representatives. Appointment letter will include: name, rank, office symbol, address, e-mail address, telephone number and training status for the position (trained or not trained).

2.5.4. Identify functional offices to provide personnel, equipment, and training data to the Monthly Readiness Report Program monitor.

2.5.5. Assign an Overall Readiness Level as described in paragraph A1.2. through A1.2.3. Only the Commander or designee in the absence of the Commander may assign the Overall Readiness Level.

2.5.6. Review and sign all reports prior to release for transmission.

2.6. Unit Monthly Readiness Report Program Monitor responsibilities:

2.6.1. Manage and act as the unit's focal point for the program and keep the Commander informed about the program.

2.6.2. Develop and maintain written procedures to carry out the program. Review procedures annually.

2.6.3. Provide training to appropriate unit personnel providing input to the report.

2.6.4. Incorporate program review checklists into the unit's self-inspection program.

2.6.5. Conduct annual self-inspections.

2.6.6. Newly appointed personnel will conduct a program self-inspection within 60 days of assignment.

2.6.7. Take appropriate action to ensure IG MEI findings and SAV issues are fully resolved.

2.6.8. Maintain a program continuity book.

2.6.9. Maintain HQ AIA policy and, or guidance until superseded or no longer applicable.

2.6.10. Collect information from functional offices identified by the Commander to prepare and issue the Monthly Readiness Report per attached report preparation guidance (Attachment 1).

2.6.11. Maintain Monthly Readiness Reports for at least one year for reference and to detect trends. Keep report associated documentation for 90 days.

2.6.12. Calculate measured areas Readiness Levels and percentages.

2.6.13. Prepare narrative(s) to include in reports.

2.6.14. Ensure appropriate classification and markings of reports.

2.6.15. Brief Commander on each report.

3. Prescribes AIA Form 6, **Monthly Readiness Report**.

LYNN W. WAKEFIELD, Colonel, USAF
Director of Information Operations

Attachment 1

MONTHLY READINESS REPORT (MRR) PREPARATION GUIDANCE

A1.1. General Information:

A1.1.1. Report Classification. The Monthly Readiness Report will be classified according to the following guidelines:

A1.1.1.1. In the absence of other guidance, classify data compiled for the report as CONFIDENTIAL for one unit and SECRET for multiple units. Use the following classification authority:

A1.1.1.2. If another source directs a higher classification, classify the information accordingly and indicate "Derived from Multiple Sources" as the authority. Use the following as the classification authority:

Classified By: Commander, Air Intelligence Agency

Reason: EO 12958, Section 1.5.(a)(c)(g)

Declassify On: List date as 10 years from the date of the information

A1.1.2. Reports will have a one-up serial number for each month beginning with the first report of the year as yy-001 (year-001) (i.e. 99-001 for the first month's (Jan) report of the year, 99-002 for the second month's (Feb) report of the year, etcetera.

A1.1.3. If the unit's status changes in either the Overall Level or any of the Major Category Areas, take the following actions:

A1.1.3.1. Inform your intermediate headquarters via telephone and follow-up with formal message traffic. Please ensure secure lines are used to relay information on Readiness Level changes. Message should be addressed to Operations Force Management Branch (HQ AIA/DOOF), intermediate HQs, and Information Operations Center (HQ AIA/IOC).

A1.1.3.2. In the event you cannot reach intermediate headquarters, telephone HQ AIA/IOC at DSN 969-2191 or commercial (210) 977-2191 on a secure phone to report your unit's status.

A1.1.3.3. Use the same serial number on current month's report, but add UPDATE in parenthesis (UPDATE 1). Example: 99-001 (UPDATE 1). For second update, state 99-001 (UPDATE 2) etcetera.

A1.1.3.4. Include the word "UPDATE" after the serial number followed by the number used, one for the first change and sequential one up number for each change after.

A1.1.3.5. Prepare and send a change report

A1.1.4. Notification Procedures:

A1.1.4.1. In the event HQ AIA/IOC is notified via telephone of unit's Overall Level or change in any Major Category Area. The HQ AIA/IOC point of contact (POC) will notify the designated Director of Operations (HQ AIA DO) representative using secure notification procedures.

A1.1.4.2. HQ AIA/IOC POC will document information in a log.

A1.2. Overall Readiness Levels.

A1.2.1. Units will report the Overall Readiness Level from the four Readiness Levels below:

Overall Readiness Levels

LEVEL 1	Full Mission Capability
LEVEL 2	Meets Most Mission Capability
LEVEL 3	Serious Deficiencies in Mission Capability
LEVEL 4	Units Activating or Deactivating

A1.2.2. Assigning an Overall Readiness Level. Only the Commander of the unit or designee in the absence of the Commander may assign the Overall Readiness Level.

A1.2.3. What the Overall Readiness Level indicates. Use Overall Readiness Levels to show how well the unit meets prescribed levels of personnel, equipment, and training collectively. Choose one from the list below that best describes the unit's ability to conduct its day-to-day mission:

LEVEL 1: Unit has required resources and training to fulfill its day-to-day mission requirements.

LEVEL 2: Unit has required resources and training to fulfill MOST of its day-to-day mission requirements.

LEVEL 3: Unit has serious deficiencies in required resources and training to fulfill day-to-day mission requirements.

LEVEL 4: For use only by units activating or deactivating. Units activating will use Level 4 Overall Readiness Level, until all areas are at least Level 2 or 12 months, whichever comes first. Assign this Readiness Level only if directed by the AIA/DO. This level is used for a unit activating, deactivating, or when a new mission is being added to or removed from the unit.

A1.3. Major Category Area.

A1.3.1. The Monthly Readiness Report will be categorized into four Major Cate gory Areas:

A1.3.1.1. Personnel

A1.3.1.2. Equipment on Hand

A1.3.1.3. Equipment Condition

A1.3.1.4. Training

A1.3.2. Units will determine a Readiness Level for each Major Category Area.

A1.4. Narrative.

A1.4.1. A narrative is required for each Major Category Area below Level 1. The narrative should be brief and include the following:

A1.4.1.1. Cause for the rating

A1.4.1.2. Actions taken to resolve issue(s)

A1.4.1.3. Whether assistance has been requested

A1.4.1.4. If further assistance is required

A1.4.2. A narrative may be included for any area at any time, but is a mandatory requirement for each area below a Level 1.

A1.5. Higher HQ Assistance.

A1.5.1. Units requiring higher HQ assistance must forward a separate message requesting assistance, as the Monthly Readiness Report will not serve this purpose. The message should include background information about the problem and actions taken. Forward the message to those HQ AIA functional offices responsible for the affected measured area when the level is below Level 1 (See list below for appropriate offices). Continue to report problems in the Monthly Readiness Report and follow-up with intermediate HQ's. Ensure intermediate HQs are kept informed of the situation and included as info addressee on message.

A1.5.2. The Monthly Readiness Report will be sent action to HQ AIA/DOOF each month. The following offices must be informed of any concerns via separate message and listed as info addressee on the Readiness Report:

A1.5.2.1. Intermediate HQs (e.g. wing, centers, and groups).

A1.5.2.2. HQ/DPA for all personnel issues.

A1.5.2.3. HQ AIA/DOOF for Intelligence AFSCs (Air Force Specialty Codes) (Functional Managers).

A1.5.2.4. C4I Mission Systems Division (HQ AIA/LGMM) Supply Policy & Procedures Branch (HQ AIA/LGSP) for maintenance AFSCs.

A1.5.2.5. HQ AIA/DPAT and DOOF for all training issues.

A1.5.2.6. HQ AIA/DOOF for operations training issues.

A1.5.2.7. HQ AIA/LGMM for maintenance training concerns.

A1.5.2.8. Current Operations (HQ AIA/DOOI) for communications and, or computer systems issues and training concerns.

A1.5.2.9. Intermediate HQ functional offices should be info addressees on reports and separate messages.

When separate message is sent, ensure HQ AIA/DOOF and your respective intermediate headquarters offices are included as info addressees.

A1.5.2.10. For 67th Intelligence Wing (67 IW) units, Operations Readiness (67 OSS/OSX) should be info'd on all reports and message traffic.

A1.6. Commander Overall Readiness Level Assessment.

A1.6.1. The Commander determines the Overall Readiness Level. The Commander may raise or lower the overall status if he and, or she feels the specific measured area does not accurately reflect Overall Readiness of the unit. The unit commander must provide a reason in a narrative when subjectively changing the Overall Readiness Level. The Commander may consider the Readiness Levels in each major category area when determining the Overall Readiness Level.

A1.7. Preparing the Report.

   A1.7.1. The Monthly Readiness Report (MRR) will be categorized into four Major Category Areas:

      A1.7.1.1. Personnel.

      A1.7.1.2. Equipment On Hand.

      A1.7.1.3. Equipment Condition.

      A1.7.1.4. Training.

   A1.7.2. When determining Major Category Area Readiness Levels, use the following criteria for measuring and reporting on each Major Category Area:

A1.8. Personnel.

   A1.8.1. Determine Personnel Readiness Level. Number of personnel authorized and numbers assigned are the only two factors considered when determining Personnel Readiness Level. Using the most current Unit Manning Document (UMD), determine the total number of personnel authorized. Then determine what percentage of unit authorizations have personnel assigned (divide the number of personnel assigned by the number authorized, then multiply that number by 100). Find this percentage in the list below to determine your Personnel Readiness Level.

Personnel Percentage	Readiness Level
71 or greater	Level 1
60 to 70 percent	Level 2
59 percent and below	Level 3

Example: Number of personnel assigned is 66

Number of personnel authorized is 88 (use UMD)

66 divided by 88 = 0.75

0.75 X 100 = 75%

Personnel Readiness Level is Level 1.

   A1.8.2. If the Readiness Level is below Level 1, a narrative is mandatory.

NOTE:

The intent of this report is not to reflect deployment readiness, but unit readiness in performing its day-to-day mission.

A1.9. Equipment-On-Hand.

   A1.9.1. Determine Equipment-On-Hand Readiness Level. This area measures mission related equipment systems that directly impacts the unit's ability to conduct its day-to-day operational mission. Count all systems AIA has maintenance responsibility (whether Air Force or contractor) regardless of ownership. Use the following source document to determine what systems are counted:

      A1.9.1.1. Position Equipment Indicator (POEIs) to identify systems.

A1.9.1.2. Report the number of operational systems, then clearly state the specific piece(s) of equipment

causing the outage with a mandatory narrative.

A1.9.1.3. If AIA does not have maintenance responsibility of the systems, provide a narrative outlining ownership if it is not an AIA system.

A1.9.2. Determine Equipment-On-Hand Readiness Level. Number-on-hand (systems as a whole not individual pieces) divided by number required, then multiply that number by 100. Find this percentage in the list below to determine your Equipment-On-Hand Readiness Level.

Equipment on Hand Percentage	Readiness Level
80 percent or greater	Level 1
79 to 70 percent	Level 2
69 percent and below	Level 3

Example: Number of operational systems is 50
Number of operational system required is 55
50 divided by 55 = 0.909
0.909 X 100 = 90.9 (rounded up to 91%)
Equipment-On-Hand Readiness level is Level 1

A1.9.3. Deficiencies of equipment on-hand must be identified in a narrative.

A1.10. Equipment-On-Hand Condition.

A1.10.1. Determine Equipment-On-Hand Condition Readiness Level. The key factor here is to determine if the systems on hand are operational or not. Count only those systems considered on-hand as determined according to paragraph A1.9. through A1.9.3. After determining what systems are on hand, determine what is operational (works or doesn't work).

A1.10.1.1. Equipment Operational: Equipment works.

A1.10.1.2. Equipment Not Operational: Equipment does not work.

A1.10.2. Determine the number of mission ready systems and divide by number on-hand, then multiply by 100. Find this percentage in the list below to determine Equipment-On-Hand Condition Readiness Level:

Equipment-On-Hand Condition Percentage	Readiness Level
80 percent or greater	Level 1
79 to 70 percent	Level 2
69 percent and below	Level 3

Example: Number of mission ready systems is 35
Number of systems on hand is 40

35 divided by 40 = 0.875

0.875 X 100 = 87.5 (rounded up to 88%)

Equipment-On-Hand Condition Level is Level 1

A1.10.3. Deficiencies of mission essential systems must be identified in a narrative.

A1.10.4. If AIA does not have maintenance responsibility of the systems, provide a narrative outlining ownership if it is not an AIA system.

A1.11. Training.

A1.11.1. Determine Training Readiness Level. Determine the number of assigned personnel requiring certification/qualification to fill their duty positions. Determine what percentages of personnel assigned are trained. (Divide number of personnel trained by the number of personnel assigned. Then multiply that number by 100.) Do not use skill level upgrade training requirements in this area. Use only duty position qualification. Note: Use personnel assigned not authorized. Use the following percentages to determine the Training Readiness Level:

Training Percentage	Readiness Level
55 percent or greater	Level 1
41 to 54 percent	Level 2
40 percent and below	Level 3

Example: Number of personnel trained is 30

Number of personnel assigned is 66

30 divided by 66 = 45

45 X 100 = 45%

Training Readiness Level is Level 2

A1.11.1.1. The Air Force duty position qualification training average is 65% in accordance with AFPD 36-22, Military Training (This percentage does not include skill level upgrade training).

A1.11.1.2. This Major Category Area must include all Air Force Specialty Codes (AFSC) not just operational AFSCs. All duty positions require duty position qualification and certification training in accordance with AFI 36-2201, Developing, Managing, and Conducting Training.

A1.12. Forecasting.

A1.12.1. A forecast is mandatory for all units reporting below Level 1. Units must forecast their projected Readiness Level over the next 12 months (following the date of report closeout). List any issues affecting the Readiness Level expected to arise within the next 12 months in a narrative. This forecast should be based on projected gains/losses of personnel and equipment, scheduled maintenance, projected certification dates for trainees, etc. If the unit forecasts a drop below Readiness Level 1, narratives should be included for projected change. If any of the following applies then a FORECAST is MANDATORY:

A1.12.1.1. Units will provide a 3, 6, 9, and 12 month Readiness Level forecast in a narrative each time they file a MRR. Adhere to the following sample:

PROJECTED DATE OF IMPROVEMENT: 15 JUN 00

3 MONTH FORECAST: READINESS LEVEL 2, SHORTAGE OF TRAINED PERSONNEL AND PRIMARY BACKUP OPERATORS AMONG OUR 1N3X3D CADRE PROHIBIT UNIT FROM FULFILLING DAY-TO-DAY MISSION REQUIREMENTS. A LARGE INFLUX OF CROSS TRAINEES WHO LACK AFSC EXPERIENCE IN BOTH 5 AND 7 SKILL LEVEL SEVERELY IMPACTS MISSION ACCOMPLISHMENT. 6 MONTH FORECAST: READINESS LEVEL 2, THE CURRENT READINESS TRAINING LEVEL IS DUE TO AN INFLUX COUPLED WITH LOSS OF TRAINED PERSONNEL DUE TO SHORT NOTICE PCS. 9 MONTH FORECAST: READINESS LEVEL 1. 12 MONTH FORECAST: READINESS LEVEL 1.

A1.12.1.2. If a unit is below a Readiness Level 1.

A1.12.1.2.1. Narrative should clearly state the following:

A1.12.1.2.1.1. When the unit expects to be at a Level 1.

A1.12.1.2.1.2. Explain any problems encountered (specific reasons why).

A1.12.1.3. If a unit is below a Readiness Level 2.

A1.12.1.3.1. Narrative should clearly state the following:

A1.12.1.3.1.1. When the unit expects to be at a Level 2.

A1.12.1.3.1.2. When the unit expects to be at a Level 1.

A1.12.1.3.1.3. Explain any problems encountered (specific reasons why).

A1.12.1.4. If a unit is below a Level 3.

A1.12.1.4.1. Narrative should clearly state the following:

A1.12.1.4.1.1. When the unit expects to be at a Level 3.

A1.12.1.4.1.2. When the unit expects to be at a Level 2.

A1.12.1.4.1.3. When the unit expects to be at a Level 1.

A1.12.1.4.1.4. Explain any problems encountered (specific reasons why).

A1.12.2. When a unit is below an Overall Readiness Level 1, a projected date of improvement to Readiness Level 1, 2, or 3 must be indicated and specific reasons why.

A1.12.3. A narrative will be used to identify primary and alternate readiness report monitors or POCs including office symbol and phone number (DSN).

A1.13. Data.

A1.13.1. All data should be current as of 1200Z on the 25th day of each month. Reports should be sent out by 1200Z on the 26th of each month. If either date falls on a holiday or a weekend, then the report should be sent out NLT 2359Z the next duty day.

A1.13.2. Classification Markings: Ensure all paragraphs are marked with the appropriate classification.

A1.13.3. Reports will be sent via priority precedence Defense Digital Network or Automatic Message Handling System (AMHS) to HQ AIA Kelly AFB TX//DOOF// as an action addressee, info all intermediate headquarters. (For 67 IW units, the 67 OSS Kelly AFB TX//OSX// should be an info addressee.

Attachment 2
SAMPLE OF MONTHLY READINESS REPORT MESSAGES

Figure A2.1. Sample of Monthly Readineess Report Messages.

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FM 111IS PORT READ AFB//CC//

TO HQ AIA KELLY AFB TX//DOOF//

INFO HQ AIA KELLY AFB TX//DPAO/DOOF//

67OSS KELLY AFB TX//OSX//

692ISS HICKAM AFB HI//DOX//

544IG PETERSON AFB CO//OSIM//

UNCLAS E F T O

QQQQ

SUBJ: 111 IS MONTHLY READINESS REPORT 99-001 (U)

(U) OVERALL STATUS: LEVEL 2

NARRATIVE: OPERATIONS PERSONNEL HAVE DEMONSTRATED IN PAST FOUR MONTHS THEY CAN ACQUIRE AN AVERAGE OF 84 PERCENT OF TASKINGS, AS WELL AS EXCEED TIMELINE REQUIREMENTS FOR ANALYZING AND DISSEMINATING COLLECTED INFORMATION. CURRENT EQUIPMENT AND TRAINING PROBLEMS HAVE PROVIDED OBSTACLES TO ACCOMPLISHING FULL MISSION CAPABILITY. IF EQUIPMENT REPAIR DATE IS MET, THE UNIT FORECAST OVERALL L-1 BY JUN 99.

(U) PERSONNEL: L-1

(U) EQUIPMENT-ON-HAND: L-2

NARRATIVE: CURRENTLY THE UNIT HAS ONLY ONE SYSTEM AVAILABLE TO SUPPORT DAY-TO-DAY MISSION. THIS WILL CONTINUE TO AFFECT OUR OPERATIONS UNTIL SPARE EQUIPMENT IS REPAIRED OR ADDITIONAL SYSTEMS ARE PURCHASED. THE PROJECTED REPAIR DATE OF THE SYSTEM CANNOT BE ACCURATELY PROJECTED, BUT WE ARE ESTIMATING A RETURN DATE OF 5 JUN 99. HQ AIA/LG IS AWARE OF THIS DILEMNA ADDRESSED IN MSG DTG 011424Z FEB 99.

(U) EQUIPMENT CONDITION: L-2

NARRATIVE: CURRENT EQUIPMENT LEVELS SHOWS SIX COMPUTER SYSTEMS WHICH IMPACTS OVER 20 PERCENT OF THE OPERATIONAL POSITIONS. THE SYSTEMS ARE NOT OPERATIONAL BECAUSE OF MISSING PARTS AND PARTS ARE BECOMING OBSOLETE AND NO LONGER AVAILABLE THROUGH COMMERCIAL VENDORS. WORKORDER WAS INITIATED ON FEB 99 AND ESTIMATED REPAIR DATE IS 5 JUN 99.

(U) TRAINING: L-2.

NARRATIVE: BIG INFLUX OF NEW ARRIVALS IN PAST 3 MONTHS. POSITION QUALIFICA-
TION PROGRESSING AS SCHEDULED. LARGE PERCENTAGE OF TRAINEES PROJECTED TO
CERTIFY BY 5 JUN 99. LACK OF MID/SENIOR LEVEL NCOS IS A CONCERN AS THE UNIT
3-LEVEL AIRMAN DOES NOT COMPENSATE FOR THE EXPERIENCE AND LEADERSHIP
PROVIDED BY NCOS. TRAINING TIMELINES ARE SET AT 6 MONTHS TO QUALIFY NEWLY
ASSIGNED PERSONNEL. A 24-HOUR TRAINING SHOP HAS BEEN ESTABISHED TO REDUCE
TRAINING BACKLOG.

(U) PROJECTED DATE OF IMPROVEMENT: L-1   5 JUN 99.

3 MONTH FORECAST: READINESS LEVEL 2, A LARGE TURNOVER RATE OF PERSONNEL
DURING THE MONTHS OF JUNE AND JULY. PERSONNEL TRAINING LEVEL WILL BE
AFFECTED UNTIL PERSONNEL ARE DUTY POSITION QUALIFIED. 6 MONTH FORECAST:
READINESS LEVEL 1. 9 MONTH FORECAST: READINESS LEVEL 1. 12 MONTH FORECAST:
READINESS LEVEL 1.

(U) 111IS POCS FOR THIS REPORT ARE MSGT HUNT DOE, XP, DSN 555-0000, AND

TSGT JOHN DOE, IM, DSN 555-0101.

REASON: EO 12958, SECTION 1.5. (A) (C) (G)

DECLASSIFY ON: 28 DEC 2008 (SEE NOTE BELOW)

(NOTE: DECLASSIFY ON: LIST DATE AS OF 10 YEARS FROM DATE OF THE INFORMATION)

(PLEASE ENSURE ALL PARAGRAPHS ARE MARKED WITH THE CORRECT CLASSIFICA-
TION. THE MARKINGS IN THE ABOVE EXAMPLE ARE ONLY NOTIONAL.)

Figure A2.2. Sample of Monthly Readiness Report Update Message.

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FM 111IS PORT READ AFB//CC//

TO HQ AIA KELLY AFB TX//DOOF//

INFO HQ AIA KELLY AFB TX//DPAO/DOOF//

67OSS KELLY AFB TX//OSX//

692ISS HICKAM AFB HI//DOX//

544IG PETERSON AFB CO//OSIM//

UNCLAS E F T O

QQQQ

SUBJ: 111 IS MONTHLY READINESS REPORT 99-001 (UPDATE 1) (U)

(U) OVERALL STATUS: LEVEL 3

NARRATIVE: MAJOR DEFICIENCIES IN PERSONNEL ASSIGNED AND AUTHORIZED. OVER-ALL TRAINING IS LACKING DUE TO LARGE INFLUX OF NEW PERSONNEL AND TIME REQUIREMENTS FOR POSITION QUALIFICATION. INITIATED 24-HOUR TRAINING SCHED-ULE TO SPEED UP TRAINING. MAJOR EQUIPMENT SUCH AS LAPTOPS, COMPUTERS, SCANNERS, AND STU-III ARE NEEDED TO MEET MISSION REQUIREMENTS AND IS NOT OPERATIONAL SINCE 1 JAN 99. PROJECTED DATE FOR MAINTENANCE COMPLETION IS 5 JUN 99. EQUIPMENT TURNED INTO DEPOT FOR REPAIR ON 1 JAN 99. UNIT FORECAST OVERALL L-2 ABOUT SEP 99 AND L-1 ON ABOUT FEB 00.

(U) PERSONNEL: L-2

NARRATIVE: UNIT CURRENT MANNING OF 3CXX2 IS EXTREMELY LOW WITH 40 AUTHO-RIZATIONS AND ONLY 12 ASSIGNED. THE UNIT HAS 3 PROJECTED 3-LEVEL INBOUNDS THAT WILL REQUIRE TRAINING OF ATLEAST 120 DAYS. 2 MEMBERS ARE PROJECTED TO PCS IN JUN 99. THE CRITICAL NEED OF 3CXX2 IS IMPACTING OUR ABILITY TO CONTINU-ALLY SUPPORT OUR DAY-TO-DAY MISSION. HQ AIA/DP IS AWARE OF PROBLEM REF MSG DTG 162125Z FEB 99 AND ROTATIONAL SCHEDULING ARE BEING WORKED UNTIL MAN-NING LEVELS ARE STRENGTHENED.

(U) EQUIPMENT-ON-HAND: L-2

NARRATIVE: THERE IS A NEED FOR MORE ANTENNAS TO SUPPORT MISSION REQUIRE-MENTS. INITIAL UPGRADE HAS NOT PROVIDED SITE WITH A FULL COMPLIMENT OF EXPECTED CAPABILITIES. ADDITIONALLY, THE CONTINUAL MAINTENANCE PROBLEM OF PROCESSING EQUIPMENT IS A REOCCURRING PROBLEM DUE TO HARDWARE OUT-AGES WHILE NEW UPGRADES ARE NOT FULLY FUNCTIONAL DUE TO HARDWARE/SOFT-WARE DEFICIENCIES. HQ AIA/LG WAS INFORMED OF PROBLEM IN MSG DTG 200621Z JAN 99. PROJECTED DATE FOR UPGRADE COMPLETION OF HARDWARE/SOFTWARE TO BE FULLY FUNCTIONAL IS 5 JUN 99.

(U) EQUIPMENT CONDITION: L-2

NARRATIVE: CURRENT EQUIPMENT LEVELS SHOWS SIX COMPUTERS NONOPERA-TIONAL DUE TO MISSING PARTS. WORKORDER WAS INITIATED AND EXPECT EQUIP-MENT OPERATIONAL BY 5 JUN 99.

(U) TRAINING: L-3.

NARRATIVE: BIG INFLUX OF NEW ARRIVALS IN PAST 3 MONTHS. POSITION QUALIFICA-TION PROGRESSING AS SCHEDULED. LARGE PERCENTAGE OF TRAINEES PROJECTED TO CERTIFY BY 5 JUN 99.

(U) PROJECTED DATE OF IMPROVEMENT: L-2   5 JUN 99

3 MONTH FORECAST: READINESS LEVEL 2, COMPLETION OF ALL TRAINING REQUIRE-MENTS BY 1 JUNE 99. EQUIPMENT REPAIRS ARE COMPLETE AND SYSTEM WILL BE UP AND OPERATIONAL BY 1 JUN 99. 6 MONTH FORECAST: READINESS LEVEL 2, SHORTAGE OF TRAINED PERSONNEL AND PRIMARY BACKUP OPERATORS AMONG OUR 1N3X3D CADRE PROHIBIT UNIT FROM FULFILLING DAY-TO-DAY MISSION REQUIREMENTS. 9 MONTH FORECAST: READINESS LEVEL 1. 12 MONTH FORECAST: READINESS LEVEL 1.

(U) 111 IS POCS FOR THIS REPORT ARE MSGT HUNT DOE, XP, DSN 555-0000, AND TSGT JOHN DOE, IM, DSN 555-0101.

CLASSIFIED BY: COMMANDER, AIR INTELLIGENCE AGENCY

REASON: EO 12958, SECTION 1.5. (A) (C) (G)

DECLASSIFY ON: 28 DEC 2008 (SEE NOTE BELOW)

(NOTE: DECLASSIFY ON: LIST DATE AS OF 10 YEARS FROM DATE OF THE INFORMATION)

(PLEASE ENSURE ALL PARAGRAPHS ARE MARKED WITH THE CORRECT CLASSIFICA-TION.   THE MARKINGS IN THE ABOVE EXAMPLE ARE ONLY NOTIONAL)

Figure A2.3. Sample of Monthly Readiness Report (Non-Equipment) Message.

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FM 111IS PORT READ AFB//CC//

TO HQ AIA KELLY AFB TX//DOOF//

INFO HQ AIA KELLY AFB TX//DPAO/DOOF//

67OSS KELLY AFB TX//OSX//

692ISS HICKAM AFB HI//DOX//

544IG PETERSON AFB CO//OSIM//

UNCLAS E F T O

QQQQ

SUBJ: 111 IS MONTHLY READINESS REPORT 99-001 (U)

(U) OVERALL STATUS: LEVEL 3

NARRATIVE: MAJOR DEFICIENCIES IN PERSONNEL ASSIGNED AND AUTHORIZED. OVER-ALL TRAINING IS LACKING DUE TO LARGE INFLUX OF NEW PERSONNEL AND TIME REQUIREMENTS FOR POSITION QUALIFICATION. INITIATED 24-HOUR TRAINING SCHED-ULE TO SPEED UP TRAINING. MAJOR EQUIPMENT SUCH AS LAPTOPS, COMPUTERS, SCANNERS, AND STU-III ARE NEEDED TO MEET MISSION REQUIREMENTS BUT ARE NOT OPERATIONAL SINCE 1 JAN 99. PROJECTED DATE FOR MAINTENANCE COMPLETION IS 5 JUN 99. EQUIPMENT TURNED INTO DEPOT FOR REPAIR ON 1 JAN 99. UNIT FORECAST OVERALL L-2 ON DEC 99 AND L-1 ON MAR 00.

(U) PERSONNEL: L-2

NARRATIVE: CURRENT AUTHORIZATIONS ARE AFFECTING FULL MISSION CAPABILITY. ADDITIONAL MANNING IS NECESSARY TO PERFORM AT FULL MISSION CAPABILITY. THE LACK OF 2E1X3 PROPOSES AN IMMEDIATE PROBLEM ON MANNING BECAUSE OF THE LARGE NUMBER OF SYSTEMS REQUIRING MAINTENANCE. THE UNIT IS UNDERGO-

ING A ROTATION PERIOD AND HQ AIA/DP IS WORKING MANNING ISSUES REF MSG DTG 122206Z FEB 99.

(U) EQUIPMENT-ON-HAND: L-2

NARRATIVE: MAINTENANCE SYSTEMS RESPONSIBILITY BELONGS TO NON-AIR FORCE CONTRACTORS ON ALL OPERATIONAL SYSTEMS.

(U) EQUIPMENT CONDITION: L-2. NARRATIVE: SIX KEY MSN (IDENTIFY SYSTEM)

SYSTEMS ARE DOWN FOR REPAIR WITH NO PROJECTED COMPLETION DATE. MAINTE-NANCE SYSTEM RESONSIBILITY BELONG TO NON-AIR FORCE CONTRACTORS.

(U) TRAINING: L-3.

NARRATIVE: BIG INFLUX OF NEW ARRIVALS IN PAST 3 MONTHS. POSITION QUALIFICA-TION PROGRESSING AS SCHEDULED. LARGE PERCENTAGE OF TRAINEES PROJECTED TO CERTIFY BY 5 MAY 99. OUT OF 16 3C0XX PERSONNEL, ONLY 8 ARE FULLY TRAINED.

(U) PROJECTED DATE OF IMPROVEMENT: L-2   5 JUN 99

3 MONTH FORECAST: READINESS LEVEL 2, COMPLETION OF ALL TRAINING REQUIRE-MENTS BY 1 JUNE 99. EQUIPMENT REPAIRS ARE COMPLETE AND SYSTEM WILL BE UP AND OPERATIONAL BY 1 JUN 99. 6 MONTH FORECAST: READINESS LEVEL 2, SHORTAGE OF TRAINED PERSONNEL AND PRIMARY BACKUP OPERATORS AMONG OUR 1N3X3D CADRE PROHIBIT UNIT FROM FULFILLING DAY-TO-DAY MISSION REQUIREMENTS. 9 MONTH FORECAST: READINESS LEVEL 1. 12 MONTH FORECAST: READINESS LEVEL 1.

(U) 111IS POCS FOR THIS REPORT ARE MSGT HUNT DOE, XP, DSN 555-0000, AND TSGT JOHN DOE, IM, DSN 555-0101.

CLASSIFIED BY: COMMANDER, AIR INTELLIGENCE AGENCY

REASON: EO 12958, SECTION 1.5. (A) (C) (G)

DECLASSIFY ON: 28 DEC 2008 (SEE NOTE BELOW)

(NOTE: DECLASSIFY ON: LIST DATE AS OF 10 YEARS FROM DATE OF THE INFORMATION)

(PLEASE ENSURE ALL PARAGRAPHS ARE MARKED WITH THE CORRECT CLASSIFICA-TION. THE MARKINGS IN THE ABOVE EXAMPLE ARE ONLY NOTIONAL)

Attachment 3
SAMPLE AIA FORM 6, MONTHLY READINESS REPORT

Figure A3.1. AIA Form 6, Sample of Monthly Readiness Report.

OVERALL READINESS LEVEL WORKSHEET

UNIT: _____

DATE   1999/08/31

REPORT NUMBER: 99-001

UPDATE NUMBER: 99-001 (U)

PERSONNEL LEVEL: L-2

CC's OVERALL READINESS LEVEL :   L- 2

EQUIPMENT ON HAND LEVEL: L-3

NOTE: Overall Narrative is MANDATORY if less than L-1.

EQUIPMENT CONDITION LEVEL: L-2

TRAINING LEVEL: L-2

PROJECTED READINESS LEVEL: L-2

PROJECTED DATE OF IMPROVEMENT: 1999/08/25

FORECAST

3 MONTH:

6 MONTH:

9 MONTH:

12 MONTH:

Prepared by: Mr John Doe

NARRATIVE

Commander Assessment:
Based on the information provided to me I assess unit to be at Readiness Level   (Check One)

☐ Level 1 - Full Mission Capability
☐ Level 2 - Meets Most Mission Capability
☐ Level 3 - Serious Deficiencies in Mission Capability
☐ Level 4 - Units Activating or Deactivating (Only used when directed by HQ AIA/DO

Commander Signature: _____

AIA FORM 6, 19990701   *(EF-V1)*   PREVIOUS EDITIONS ARE OBSOLETE

Figure A3.2. AIA Form 6, Sample of Monthly Readiness Report (Continued).

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                          OVERALL READINESS LEVEL WORKSHEET
UNIT: _____        DATE   1999/08/31 _____

REPORT NUMBER: 99-001 _____      UPDATE NUMBER:  99-001 (U) _____

PERSONNEL LEVEL: L-2 _____       CC's OVERALL READINESS LEVEL:   L- 2 _____

                         L-3          NOTE   Overall Narrative is MANDATORY if less than L-1.
EQUIPMENT ON-HAND LEVEL: _____

                          L-2
EQUIPMENT CONDITION LEVEL: _____

                 L-2
TRAINING LEVEL: _____

                         L-2
PROJECTED READINESS LEVEL: _____

PROJECTED DATE OF IMPROVEMENT: 1999/08/25 _____

                                  FORECAST
3 MONTH:
_____
_____
_____

6 MONTH:
_____
_____
_____

9 MONTH:
_____
_____
_____

12 MONTH:
_____
_____
_____
_____

Prepared by:  Mr John Doe _____

NARRATIVE
_____
_____
_____
_____
_____
_____

Commander Assessment:
Based on the information provided to me I assess unit to be at Readiness Level   (Check One)

  [ ] Level 1  - Full Mission Capability
  [ ] Level 2  - Meets Most Mission Capability
  [ ] Level 3  - Serious Deficiencies in Mission Capability
  [ ] Level 4  - Units Activating or Deactivating (Only used when directed by HQ AIA/DO)

Commander Signature: _____

AIA FORM 6, 19990701     (EF-V1)        PREVIOUS EDITIONS ARE OBSOLETE.
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Figure A3.3. AIA Form 6, Sample of Monthly Readiness Report (Continued).

OVERALL READINESS LEVEL WORKSHEET

UNIT: _____

DATE   1999/08/31

REPORT NUMBER: 99-001

UPDATE NUMBER: 99-001 (U)

PERSONNEL LEVEL: L-2

CC's OVERALL READINESS LEVEL: L- 2

EQUIPMENT ON-HAND LEVEL: L-3

NOTE: Overall Narrative is MANDATORY if less than L-1.

EQUIPMENT CONDITION LEVEL: L-2

TRAINING LEVEL: L-2

PROJECTED READINESS LEVEL: L-2

PROJECTED DATE OF IMPROVEMENT: 1999/08/25

FORECAST

3 MONTH:

6 MONTH:

9 MONTH:

12 MONTH:

Prepared by: Mr John Doe

NARRATIVE

Commander Assessment:
Based on the information provided to me I assess unit to be at Readiness Level: (Check One)

☐ Level 1 - Full Mission Capability

☐ Level 2 - Meets Most Mission Capability

☐ Level 3 - Serious Deficiencies in Mission Capability

☐ Level 4 - Units Activating or Deactivating (Only used when directed by HQ AIA/DO

Commander Signature: _____

AIA FORM 6, 19990701   (EF-V1)   PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 4PROGRAM MANAGER/MONITOR COMMAND JQS TRAINING PLAN

Figure A4.1. Program Manager/Monitor Command JQS Training Plan.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
			CERTIFICATION			
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
1. SUPERVISION AND MANAGEMENT TR: AIAI 10-202						
1.1. Evaluate effectiveness of Monthly Readiness Report (MRR) Program TR: AIAI 10-202						
1.2. Maintain HQ AIA instruction AIAI 10-202, Monthly Readiness Report Program						
1.3. Maintain HQ AIA policy and guidance message(s) for MRR program						
1.4. Coordinate with functional offices on information for the report						
1.5. Coordinate policy and guidance for the MRR program						
1.6. Compliance with HQ AIAI 10-202 and HQ AIA policy and guidance messages						
1.7. Compile data						
1.8. Calculate Readiness Levels						
1.9. Calculate Personnel Levels using the UMD						
1.10. Initiate an update report						
1.11. Prepare detailed narrative for Level 2 or below						
1.12. Perform quality control (QC) on MRR						
TRAINEE NAME (Last, First, MI)		CFETR JQS NUMBER			PAGE NO 1	

Figure A4.2. Program Manager/Monitor Command JQS Training Plan (Continued).

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
1.13. Prepare a message to HQ AIA functional office on training, personnel, or equipment problem.						
1.14. Prepare forecast narrative for L-2.						
1.15. Prepare forecast narrative for L-3.						
1.16. Prepare forecast narrative for L-4.						
1.17. Forecast narrative for each Major Category Area less than L-1.						
1.18. Apply proper classification and security.						
1.19. Respond to errors on MRR.						
1.20. Transmit report to appropriate office at all levels.						
3. PROGRAM PROCESS MANAGEMENT						
3.1. Perform MRR procedures.						
3.2. Utilize MRR program checklist to assess program status.						
3.3. Conduct an effective self-inspection on the program.						
3.4. Initiate action to resolve issues identified by SAV or self-inspection.						
TRAINEE NAME (Last, First, MI)			CFETR/JQS NUMBER			PAGE NO 2

AF FORM 797, FEB 99 (REVERSE)   (EF-V1)

Figure A4.3. Program Manager/Monitor Command JQS Training Plan (Continued).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
3.5. Manage all information used to prepare MRR						
3.6. Detect trends on MRR						
3.7. Manage MRR system process and procedures						
3.8. Brief Commander						
3.9. Provide training to functional office representatives						
3.10. Initiate actions to resolve IG MEI findings						
3.11. Maintain "how-to" procedures to calculate Readiness Levels						
4. MANAGEMENT TOOLS						
4.1. Use Unit Manning Document (UMD)						
4.2. Use Position Equipment Table (PET)						
4.3. Use Custody Authorization/Custody Receipt List (CA/CRL)						
TRAINEE NAME (Last, First, MI)			CFETR JQS NUMBER		PAGE NO 3	

AF FORM 797, FEB 99 *(EF-V1)*   PREVIOUS EDITIONS ARE OBSOLETE

Attachment 5PROGRAM INSPECTION CHECKLIST MONTHLY READINESS REPORT (MRR) PROGRAM

Figure A5.1. Program Inspection Checklist Monthly Readiness Report (MRR) Program.

ALL PURPOSE CHECKLIST		PAGE	1	OF	2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Program Inspection Checklist Monthly Readiness Report (MRR) Program		OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	Yes	No	
	1. Has the Commander established a Monthly Readiness Report (MRR) Program in accordance with program instruction?			
	2. Has the Commander appointed by letter a primary and alternate MRR Program monitor with at least six months retainability?			
	3. Has each appointed MRR Program monitor received training for this position?			
	4. Was a copy of the appointment letter forwarded to AIA and intermediate HQ representatives with the required information?			
	4.1. Does the appointment letter information match the narrative identifying primary and alternate readiness report monitors, including office symbol and telephone number (DSN), in the actual reports?			
	5. Has the Commander identified functional offices to provide personnel, equipment, and training data to the MRR Program monitor?			
	6. Does the unit have a copy of AIAI 10-202 outlining the MRR Program?			
	7. Does the unit maintain HQ AIA policy and guidance messages for the MRR program?			
	8. How does the MRR monitor maintain an open line of communication with the Commander?			
	9. How are the primary and alternate MRR monitors involved in the MRR Program?			
	10. Are reports accurate and timely?			
	11. Does the Commander (or designated representative in the Commander's absence) personally review and sign each MRR?			
	12. How are errors and trends reviewed and corrected?			
	13. Is the JQS used to identify training requirements?			
	14. Are program procedures reviewed annually during self-inspection?			
	15. Are functional office representatives trained to provide input to the report?			
	16. Have newly appointed personnel conducted a program self-inspection within 60 days of appointment?			
	17. Have appropriate actions been taken to resolve IG MEI findings and SAV issues (if, applicable)?			
	18. Does MRR monitor maintain a continuity book?			
	19. Is all information collected from functional offices used to prepare and issue the MRR maintained for at least 90 days?			
	20. Are reports maintained on file for at least one year for reference and used to detect trends?			
	21. Are there procedures identifying how Major Category Area Readiness Levels and percentages are calculated?			

AF FORM 2519, 19911101 *(EF-V3)*   PREVIOUS EDITION WILL BE USED.

Figure A5.2. Program Inspection Checklist Monthly Readiness Report (MRR) Program (Continued).

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	Yes	No	PAGE 2 OF 2 PAGES
	22. Are narratives specific (state specific problem, what actions have been taken to resolve issue(s)?			
	22.1. Are appropriate higher HQ offices included as addressees on reports and aware if further assistance is required?			
	23. Does the report have proper classification markings?			
	24. Is an MRR QC checklist used during report preparation? Does it cover the following:			
	24.1. Addressees correct?			
	24.2. DTG correct?			
	24.3. Text information and spelling correct?			
	24.4. Classifications correct?			
	24.5. Each Major Category Area included?			
	24.6. Forecasts?			
	24.7. Narrative if less than Overall Readiness Level 1?			
	24.8. Narrative for each Major Category Area less than Level 1?			
	24.9. Change report			
	24.9.1. Update?			
	24.9.2. Numbering?			
	24.9.3. Subject?			
	24.9.4. Overall Readiness Level?			
	24.9.5. Narrative if less than Overall Readiness Level 1?			
	24.9.6. Narrative for each Major Category Area less than Level 1?			
	24.9.7. Forecasts?			

AF FORM 2519, 19911101 *(EF-V3) (REVERSE)*